

Departmental Directives and Forms Analysis and Taxonomy Development



Project Title	Departmental Directives and Forms Analysis and Taxonomy Development
Project Summary	Annual Departmental Directives and Forms Sunset Review Compilation; and Departmental Directives Taxonomy Development
Country	United States
Agency	Agency for International Development
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	2

Project Description

The eIntern candidate will assist staff in compiling an annual review of all Departmental directives and forms. The analysis will include the announced FY17/18 plans (provided by the directives and forms owners) for the development and revision of these documents, as well as tracking and correlating completion progress of prior year plans. Analysis will also include the identification of dependencies between various policies at the Departmental and agency and staff office levels leading to the development of a comprehensive taxonomy.

Desired Skills Interests

Additional Information

Basic Qualifications:

- Competence with Microsoft Office suite (e.g., Word, Excel, Access, PowerPoint, Publisher, Visio) with an emphasis on Excel, Word, PowerPoint, and Publisher
- Familiar with Microsoft SharePoint and/or IBM Connections
- Familiar with metrics, tools, or products of measurements, communications, and graphics development
- Strong writing, editing, and proofing skills, preferably in an information technology environment

- Familiar with the Chicago Manual of Style, Associated Press Stylebook, or equivalent
- Strong academic achievement in English, Communications, Journalism, Public Policy, or related major

Other additional requirements or comments:

Preferred Qualifications:

Critical thinking and analytical skills

- Ability to perform complex policy research and analysis and advise on results
- Ability to demonstrate excellent written, visual, and verbal communication skills
- Demonstrated organizational skills with the ability to manage competing priorities
- Familiar with the U.S. Government Printing Office (GPO) Style Manual 2008
- Familiar with Web site design

Language Requirements

None